

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW HAMPSHIRE

AUGUST HELPFUL HINTS

1. Turn off "Pop Up Blockers" when using CM/ECF
2. When filing a Motion to Avoid Lien (522(f)), you will need to add the party with whom you are seeking to avoid the lien. If the creditor is not already in our database, then add the creditor with a complete mailing address and make sure you select "pro se" (you won't want to link yourself to this party).
3. When filing individual schedules, please do not select "Schedules A-J" (found under Bankruptcy Banner and "Other/Miscellaneous" category). Instead, just click on the individual schedule being filed, for example, Schedule C. If you are filing more than one schedule or statement, click on the first selection, for example, Schedule C, then press the "Ctrl" key and continue to click on other schedules and statements.
4. Opening an adversary proceeding is one of the rare occurrences when the attorney filing the complaint needs to add himself/herself as plaintiff's attorney. This way, the attorney is ensured of receiving e-mail notifications. If you do not receive an e-mail notification that the adversary proceeding has been filed, please call the Help Desk Line at: (866) 252-6323.
5. Also when opening an adversary proceeding, when adding defendant(s), please make these parties "pro se" and do not add an attorney; the defendant(s)' attorney, if there is one, will be added to the case when the attorney files an answer or other type of pleading.
6. Electronic signatures of attorneys, debtors or other parties should appear on the document like this:  
  
        /s/ (typed name)      
    (Name)  
    (Address & telephone #, if applicable)
7. "Generic Motion" or "Generic Application" should be used as a last resort. Please refer to the Appendices Sections of the External Users Manual found on the Court's web site for guidance in filing various types of motions and applications.
8. Filing an Objection to Confirmation has its own special event: Go to the Bankruptcy Banner, then go to category called "Plan (11, 12, 13) & Disclosure

Stmt.” There will be a drop-down menu with an “Objection to Confirmation of Plan” event.

9. The filing of an objection to exemption has it’s own special event: Go to the Bankruptcy Banner, then to the category called “Other/Miscellaneous.” In the events column, you can find the event called “Objection to Debtor’s Claim of Exemptions.”
10. Attorneys may not file electronic documents on behalf of another party unless their electronic signature appears on the document.